



BIDS AND AWARDS COMMITTEE

2/F A.P. Bonto Bldg., Bicol University Main Campus, Rizal St., Legazpi City

Telefax: (052) 742-5922

university-bac@bicol-u.edu.ph

REQUEST FOR QUOTATIONS

Solicitation # 527-23-AMP

Project Title:	Purchase of Office and Other Supplies/Materials for use of BUHS		
ABC:	PhP149,969.50	Fund Source:	F-01
Mode of Procurement	Shopping (Section 52.1.b)	Mode of Evaluation	By Item
Implementing Office/ End-user/s:	UHS / JEANNE MARIE M. MORCOSO-LLANA	Delivery Period/s:	Fourteen (14) cd after receipt of Purchase Order
Required Document/s:	<input checked="" type="checkbox"/> Mayor's Permit	<input type="checkbox"/> Income/Business Tax Return	
	<input checked="" type="checkbox"/> PhilGEPS Registration Number	<input type="checkbox"/> Omnibus Sworn Statement	

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions provided at the last portion, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than SEP 07 2023, 12NN sealed in an envelope. Failure to submit with this form the above listed eligibility requirements with check (✓) shall automatically disqualify the bids.

EMMA L. MACARIOLA
BAC Secretariat

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

Item	Qty/ UOM	Description	ABC	Compliance to Specifications		Remarks	U/Price
				<u>YES</u>	<u>NO</u>		
1	100-bot	ALCOHOL, Ethyl, 70%, 500 mL	10,500.00				
2	150-pc	SIGN PEN, Blue, liquid or gel; 0.5mm	3,600.00				
3	30-pc	SIGN PEN, Red, liquid or gel; 0.5mm	720.00				
4	130-box	FACE MASK, 3 ply, Fifty (50) pieces per box	9,100.00				
5	20-box	STAPLE WIRE, standard	1,200.00				
6	20-roll	TAPE, masking, 24mm	800.00				
7	20-roll	TAPE, transparent, 24mm	600.00				
8	3-roll	TWINE, plastic	300.00				
9	1-unit	BINDING AND PUNCHING MACHINE, 50mm binding capacity	16,000.00				
10	20-box	CLIP, backfold, 19mm	400.00				
11	20-box	CLIP, backfold, 25mm	600.00				
12	20-box	CLIP, backfold, 32mm	800.00				
13	50-pc	CORRECTION TAPE, 8 m	1,500.00				
14	10-pc	CUTTER for general purpose	700.00				
15	1-box	ENVELOPE, Expanding, Kraft, Legal, 100 per box	1,800.00				
16	7-pc	ERASER, felt for blackboard or whiteboard	245.00				
17	10-box	FASTENER, metal, non-sharp edges, 50 sets per box	500.00				
18	2-pack	FOLDER, with tab, legal, 100 pcs per pack	2,600.00				
19	150-pc	MAGAZINE FILE BOX, 125mm x 230mm x 400mm, Navy Blue	23,422.50				



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ISO 9001:2015
 TÜV Rheinland ID 910863351

20	20-set	MARKER, Flourescent, 3 colors per set	1,200.00				
21	20-pc	MARKER, Permanent, Black, Fine Point	700.00				
22	20-pc	MARKER, Permanent, Blue, Fine Point	700.00				
23	10-pc	MARKER, Permanent, Red, Fine Point	350.00				
24	30-pc	MARKER, Whiteboard, Black	1,350.00				
25	30-pc	MARKER, Whiteboard, Blue	1,350.00				
26	30-pc	MARKER, Whiteboard, Red	1,350.00				
27	10-box	RUBBER BAND No. 18, 350g	1,750.00				
28	30-pc	SCISSORS, symmetrical or asymmetrical	1,950.00				
29	20-pc	STAPLER, standard type	2,500.00				
30	15-pc	STAPLE REMOVER, plier type	1,125.00				
31	49-pc	NOTEPAD, stick on, 3" x 3", 100 sheets per pad	1,225.00				
32	155-pack	TISSUE INTERFOLDED PAPER TOWEL, 150 pulls per pack	10,850.00				
33	100-pc	BALLPEN, Blue, Ordinary, 0.5 mm	700.00				
34	20-pack	PAPER, photopaper, matte, A4, 10'S	1,800.00				
35	20-pack	PAPER, Sticker, A4, White, 10'S	800.00				
36	7-pack	Brown Paper Bag, Kraft 3 1/2 x 2 1/8 x 7", 100 pcs/pack	420.00				
37	1-pack	Acetate PVC Binding Cover, Legal Size, 200 microns, 100pcs / pack	900.00				
38	1-roll	Laminating Films 12" x 50 meters, 250 microns	1,650.00				
39	50-pc	BATTERY, CR 2032E, 3V	3,500.00				
40	8-pc	3-tier Plastic Rolling Trolley Cart organizer, 4 Rolling rubber caster wheels with pivoting action, Smooth painted finish with anti-rust properties; can be used indoors or outdoors	8,000.00				
41	50-pc	Certificate Holder, letter size	2,450.00				
42	30-pc	Board/Specialty Paper, Letter, 10's pack, 200 gsm, cream	2,340.00				
43	6-pc	Metal Mesh Desk 3 Tier Document Tray Organizer 27cm x 35cm x 28cm	2,100.00				
44	8-pack	Rechargeable Battery, AA 2450 mah (12pcs)	7,072.00				
45	8-pack	Rechargeable Battery, AAA 900 mah (12pcs)	6,760.00				
46	8-unit	Four slot USB rechargeable battery charger, Compatible with AA and AAA	3,640.00				
47	1-pc	Magnetic Whiteboard, Wall Mounted, 90cm x 120cm	2,400.00				
48	1-pc	Extension Wire, Wheel, Heavy Duty, Industrial, 10 meters	1,350.00				
49	1-unit	Stand Fan, 16" Plastic blade, Easy neck and height adjustment, 3-speed control, plastic base, With thermal fuse protection, With oscillation, Fan cover is corrosion resistant, 1 year warranty	2,300.00				
Delivery Compliance:				TOTAL BID PRICE:			
Payment Term:				Price Validity			

Printed Name / Signature / T.I.N.#

Contact numbers/e-mail address



TERMS & CONDITIONS

1. All entries must be typewritten or in BLOCK LETTERS;
2. Bidders shall provide correct and accurate information required in this form.
3. The following shall be observed in accomplishing the Quotation/Proposal forms:

Item	Qty/ UOM	Description	ABC	Compliance to Specifications		Remarks	U/Price
				YES	NO		
1							
Delivery Compliance:			TOTAL BID PRICE:				
Payment Term:			Price Validity				

1. Check if compliant with the specifications or not;
2. State the brand/model offered and/or alternate offer if checked "NO" in the compliance;
3. State the unit price in accordance with the UOM;
4. State the TOTAL bid price for all items with bid.

4. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications;
5. Price quotation/s must be valid for a period of **45 calendar days** from the submission date.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, and quotations exceeding the Approved Budget for the Contract shall be rejected.
7. Cash on Delivery (C.O.D.) as payment term is not allowed per agency Accounting Policy.
8. Bids with no Payment Term and/or Delivery Term indicated shall be understood to be in adherence with the standard Government Terms and/or conditions stipulated in these forms;
9. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein;
10. Proposal/Quotation forms issued by the designated canvasser or those acquired electronically, either downloaded from the BU website or the PhilGEPS or requested thru e-mail, shall bear original signature over printed name of the authorized representative of the bidder;
11. Submission of proposal/quotation forms through e-mail shall be allowed, specifically for suppliers outside the Province of Albay, provided that the originally signed forms shall be transmitted to BAC Secretariat through courier; non-receipt of which shall automatically disqualify the bids;
12. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
13. The document requirements which shall be submitted with the proposals/quotations shall be in accordance with Annex "H", Appendix A (*Documentary Requirement for Alternative Methods of Procurement*) of the 2016 IRR of R.A. 9184; the notarized Omnibus Sworn Statement shall be submitted by winning bidder;
14. Proposals and documents shall be submitted on the following address:

The BAC Chairperson
 Bicol University-GASS, Legazpi City
 2/F Aquilino P. Bonto Bldg., Rizal St., Legazpi City
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15. The Bicol University-BAC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical requirements.
16. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of R.A. 9184.